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Membership/Extension

The purpose of this section is to simplify procedures of gaining membership, retaining membership, instituting new courts, and disbanding courts. It is only when one is confident in procedures that one can succeed. Officers and membership teams should feel comfortable in following through with the outlined materials in this book.

Every member is a salesperson for Catholic Daughters of the Americas (CDA). In order to be a salesperson, one needs to be able to articulate why a Catholic woman who is busy raising a family, active in church activities, and working to keep up with the economy should join the Catholic Daughters of the Americas. With this information, the officers and membership and/or extension team can and will enthuse and inform the members to go out and sell the Catholic Daughters of the Americas.

“Let us pray that women may understand and conquer the horizons
open before them so that their presence may truly bring
goodness, beauty, love, decent living and hope.”

Pope Paul VI

MESSAGE TO MEMBERSHIP AND/OR EXTENSION CHAIRMAN

CDA extends a special “thank you” to those who have accepted the challenge and said “yes” to performing the important assignment of being the Membership/Extension Chairman for the State Court and/or Local Court.

The goal should be not only to add new members to the Catholic Daughters of the Americas but also to instill enthusiasm in the members so that they, too, will go out and spread the word about our great organization. Ask some of the more enthusiastic members of the Court to be part of the Membership and/or Extension team.

Remember, it is important when talking about Catholic Daughters that the chairman and the members of the team be familiar with the following:

1. History of the organization
2. Bylaws and the National Programs
3. What the court can offer a new member
4. Insurance plans offered by CDA

Always bear in mind when recruiting new members that involvement in the current issues of today and an enthusiastic and positive attitude of the membership may be the deciding factor in the decision to join.



PRAYER

Fill us, Lord, with the warm and serene beams of Your light, to guide our steps in Your way. Grant us the strength and vitality of Your own life within us, that we may accomplish well the mission You have given us as Catholic Daughters of the Americas. We ask for the depth and energy of Your love to help us seek a set of strong values to touch each person You send into our lives who needs Your caring presence.

Keep us faithful to the motto of our Order, “Unity and Charity,” and faithful to the Light, Life, and Love given us through Your Church, that we may generously serve You and the members of Your Mystical Body. May Your light shine from us, Your life flow through us, and Your love animate us, in all of our endeavors. Amen

Membership

I. Eligibility (Eligibility questions are referred to Spiritual Advisors.)

- A. Catholic woman
- B. At least 18 years old
- C. Desires to be a member

II. Types of Membership

- A. Regular
 - 1. Charter
 - a. Signs Charter at institution
 - b. May sign at the first business meeting within thirty (30) days if application was turned in before the institution
 - 2. New
 - a. Completes application (See Attachment 1- Application for Membership)
 - b. Pays dues and reception fees
 - c. Takes pledge at meeting and/or formal reception (paperwork must be postmarked to National within 5 days)
 - d. Prospective members may attend one court meeting prior to taking the pledge
 - 3. Campus Court
 - a. Women enrolled at a college campus (full or part-time)
 - b. Completes application (See Attachment 2 - Campus Court Application)
 - c. Court pays national dues every 6 months
 - d. Takes pledge at meeting and/or formal reception (paperwork must be postmarked to National within 5 days)

4. Renewal

- a. A former member who left through forfeiture or resignation who fills out the Renewal Form and renews pledge (Paperwork postmarked to National within 5 days. See Attachment 3 - Renewal Form)
- b. When a former member fills out the Renewal Form and renews the pledge, she retains the years she was previously a member (i.e., joined in 1970 and resigns in 1990 [20 years], then joins again as a renewal member in 1995 and begins her 21st year). In 2000 she will have been a member for 25 years.

5. Transfer

- a. Members transferring to an existing local court
 - (1) Member requests transfer (See Attachment 4 -Transfer Form)
 - (2) The current court sends transfer form to new court after being signed by the Regent, Financial Secretary, and the member.
 - (3) Member has to attend a court meeting and pay her dues for acceptance into new court.
 - (4) Transfer form, to be valid, must be received by the National office within 90 days.
- b. Members transferring when court disbands
 - (1) Transfer must be signed before the official disbanding date of the court.
 - (2) Member has to pay her dues for acceptance into new court.
 - (3) National must receive paperwork within 120 days after official disbanding date.
- c. Members transferring to a new court

- (1) Members can transfer in order to be Charter members of a new court.
- (2) Member requests transfer
- (3) Organizer receives transfer form

Years of Service is not interrupted by a transfer if transfer form is completed and received by National Office within the allotted time.

6. Life Membership

- a. Is at least 50 years of membership in the Catholic Daughters of the Americas
- b. Is transferable (e.g. If a person has been a member for thirty years in one court and transfers to another court, she becomes a life member after being a member for twenty years in the new court.)
- c. State and national dues are still payable on life members by the local court.
- d. The court may choose to pay the local court dues of life members.

7. Honorary

- a. Is only bestowed by the National Board
- b. Must be an outstanding Catholic woman of national prominence who publically abides by the teachings of the Catholic Church.
- c. Is a non-voting member

III. Gaining New Members

- A. Be Positive and Enthusiastic!
- B. Personal invitation
 1. Every member should be considered a part of the Membership and/or Extension team.
 2. Approach every Catholic woman and encourage her to join CDA.

C. Membership Drive

1. Approach the Pastor either by personal visit, telephone call, or letter, for permission for the Membership and/or Extension Chairman to have a membership drive. (See attachment 5- Sample Letter to Send to Pastor)
 - a. Sunday Mass
 - (1) Speak after parish announcements at Mass. (See Attachment 6 - Sample of Short Presentation at Mass)
 - (2) Have a team of Catholic Daughters at church with an informational display which includes brochures and handouts. (See Attachment 7- Membership Brochure)
 - (a) Be recognizable as a Catholic Daughter: wear badge, CDA T-shirt, sweatshirt, or cardigan, etc.
 - (b) Set up a table with the statue of Our Lady on it and have the banner of Unity and Charity set up in its stand near the table.
 - (c) Do not just sit at the table. Stand and greet women as they leave the church—don't wait for them to come to you—go to them.
 - (d) Have brochure readily available in your hand.
 - (e) Have paper or index cards with a pen or pencil for names, addresses, email addresses, and phone numbers of prospective new members.
 - b. At parish events, have a booth using some of the ideas from "a" above.
 - c. Participate in Parish Ministry Fairs.
 - d. When having a fundraiser at a parish location, have brochures available and someone to speak about CDA.

- e. Sponsor a Day of Recollection for CDA and invite women of the parish. Have brochures available and someone to speak about CDA.
 - f. Place an invitation to join CDA periodically in the parish bulletin that includes contact information. (See Attachment 8 - Suggestions for Bulletin Announcements.)
2. Put announcements in local newspapers, on radio stations, and on TV stations.
- D. Send out invitations and/or personally contact prospective members to attend an informational meeting.
- E. Informational Meeting
- 1. Plan an event for prospective members and serve refreshments.
 - a. Informational meeting should be the type that best fits your area, for example, a “tea” in someone’s home or in meeting hall, etc.
 - b. Invite prospective members to a local court meeting.
 - 2. Explain meeting dates, dues, (including local, state, and national), insurance options, and court activities.
 - a. If possible, have different members explain the “Mission Statement” and various parts of “Circle of Love” program.
 - b. Remember: keep it short and simple.
 - 3. Have candidates sign application forms.
 - a. It is not necessary to vote on acceptance of candidates at court meeting.
 - b. Remind candidates that they can join at next court meeting and then be formally received later at a Reception of New Members.
 - c. Announce date, time, and location for Reception of New Members, if one is planned at time of orientation. (Remember that family members may be invited to the Reception of New Members.)

4. Take sufficient time to answer any questions prospective members may have.
5. Remember to have fun at this gathering.

Note: The informational session can be conducted by any court member, (e.g., Membership/Extension Team Chairman/member, Regent, other officer). The objective is that CDA “put its best foot forward.”

Remember to reach out and reach out now, to every Catholic woman in our communities. A realistic growth plan is essential and must be developed to extend our service to God, Church, and Country.

F. Receiving and Welcoming New Members

1. After Reception of New Members or receiving a new member at Court meeting (See attachment 9 - Membership Pledge)
 - a. Make a point to introduce new member at beginning of meeting and ask her to say a few words about herself.
 - b. The regent should call and welcome each new member personally and give a reminder of the date, time, and place of the next meeting.
 - c. Have a member call and offer to take the new member to the first few meetings.
 - d. Get a new member involved in something she would be interested in as soon as possible.

IV. Retaining Members

Retention activities should begin the instant a member joins. When new members are received into the Order, it is of the utmost importance that efforts are made at once to involve the members in the activities of the court. A member received today can be a leader of tomorrow.

- A. Call a new member and make her feel welcome and part of the organization.
- B. Assign a member to contact a new member prior to meetings and offer her transportation to several meetings.
- C. Introduce the new member at first meeting she attends and ask her to say something about herself.

- D. Ask the new member about her interests and assign her to projects she would like to do.
- E. Set up welcoming committee (need only be one or two members) to introduce new members to others in attendance at meetings.
- F. Keep members informed with a regularly scheduled newsletter containing information about national, state, and local court activities.
- G. Stay in close contact with members (or family members) in nursing homes. If necessary, court may assist in paying dues to allow them to retain their membership.
- H. Regent should stay in close contact with Financial Secretary regarding dues. If a member is unable to pay her dues for any reason, she should not be dropped from the rolls of the organization. Be creative and generous – figure out a way for her to retain her membership.
- I. If a member moves, contact her to ascertain preference in remaining with present court or transferring to a court in her new location. Give assistance in transferring to new court.
- J. Contact members who were deleted due to resignation or forfeiture and give them the opportunity to renew their membership.
- K. Consider the interests of older members, conversely, consider the interests of the new and/or younger members.
- L. Don't live in the past – look forward to the future. Be flexible and willing to make changes.
- M. Don't neglect any member – everyone is important. Members who are neglected and not made part of the activities of the court are inclined to become disinterested, fail to pay dues, and eventually drop membership in the organization.

REMEMBER: communicate – communicate – communicate!!

NOTE: Applications must be filled out in ink or typed.
COMPLETE ALL BLANKS
Please read over carefully

Sec. 1 - Attachment 1
Application for Membership

CATHOLIC DAUGHTERS OF THE AMERICAS

APPLICATION FOR

MEMBERSHIP

Print or Type:

(Miss)
I, (Mrs.) _____

Address _____ City _____ State _____ Zip _____

Telephone _____ E-mail _____

Hereby apply for membership in the CATHOLIC DAUGHTERS OF THE AMERICA through

Court _____ No. _____ City _____ County _____ State _____

and do declare and say:

1. I am a member of _____ Catholic Church.
located at _____
2. I will abide by the Bylaws, Rules and Regulations of the Order.
3. I am over eighteen (18) years of age.

Applicant's Legal Signature _____

Date of Application _____

PLEASE NOTE:

*Original copy to be sent to the National Office
A copy is to be sent to the State
Keep a copy for your records*

NOTE: Applications must be filled out in ink or typed.
COMPLETE ALL BLANKS

_____ (name)

Date of Pledge _____

COURT _____ NO. _____

CITY _____ STATE _____

_____ (Signature of Regent)

NOTE: The Financial Secretary within five (5) days after the pledge of the applicant shall forward the white form properly filled out to the National Office at 10 West 71st Street, New York, NY 10023

Order #101 (Rev. 2002)

Please read over carefully

Sec. 1 - Attachment 2
Campus Court Application

CATHOLIC DAUGHTERS OF THE
AMERICAS

APPLICATION FOR
CAMPUS COURT
MEMBERSHIP

Print or Type:

(Miss)
I, (Mrs.) _____

Address _____ City _____ State _____ Zip _____

Telephone _____ E-mail _____

Hereby apply for membership in the CATHOLIC DAUGHTERS OF THE AMERICA through

Court _____ No. _____ City _____ County _____ State _____

and do declare and say:

4. I am a member of _____ Catholic Church.

located at _____

5. I will abide by the Bylaws, Rules and Regulations of the Order.

6. I am over eighteen (18) years of age.

Applicant's Legal Signature _____

Date of Application _____

(name)

Date of Pledge _____

COURT _____ NO. _____

CITY _____ STATE _____

(Signature of Regent)

PLEASE NOTE:

*Original copy to be sent to the National Office
A copy is to be sent to the State
Keep a copy for your records*

NOTE: The Financial Secretary within five (5) days after the pledge of the applicant shall forward this form properly filled out to the National Office at 10 West 71st Street, New York, NY 10023

A. THIS FORM CANNOT BE DUPLICATED – ONLY ORIGINALS WILL BE ACCEPTED

Order #106cc (Rev. 2002)

NOTE: Applications must be filled out in ink or typed.

COMPLETE ALL BLANKS

Please read over carefully before signing

Sec. 1 - Attachment 3
Application for Renewal

Print or Type

(Miss)

I, (Mrs.) _____

Address _____ City _____ State _____ Zip _____

hereby apply for reinstatement in the CATHOLIC DAUGHTERS OF THE AMERICAS through

Court _____ No. _____ City _____ State _____

And do declare and say:

1. I am a member of _____ Catholic Church

2. (a) I previously joined Court _____ No. _____

on _____ (date joined)

(b) Surname at time of application _____

(c) Date Membership Terminated _____

(d) Membership terminated by Forfeiture _____ Resignation _____

3. I will abide by the Bylaws and Rules and Regulations of said Order.

4. I am over eighteen (18) years of age.

Applicant's Telephone No. _____ E-Mail _____

Applicants legal signature _____

CATHOLIC DAUGHTERS OF THE
AMERICAS

APPLICATION FOR

RENEWAL

(name)

Date of Renewal _____ 20 _____

COURT _____ NO. _____

CITY _____ STATE _____

(Signature of Regent)

NOTE: The Financial Secretary within five (5) days after the renewal of the applicant shall forward this form properly filled out to the National Office at 10 West 71st Street, New York, NY 10023

Order #100 (Rev. 2002)

PLEASE NOTE:

Yellow Original copy to be sent to the National Office

Send a copy to your state

Keep a copy for your records

TRANSFER CARD

CATHOLIC DAUGHTERS OF THE AMERICAS

NOTE: TO BE COMPLETED BY FINANCIAL SECRETARY OF COURT FROM WHICH MEMBER IS TRANSFERRING. MUST BE SIGNED BY REGENT AND FINANCIAL SECRETARY

_____, 20_____

THIS IS TO CERTIFY THAT

Print or Type:

(Miss)

I, (Mrs.) _____

Address _____ City _____ State _____ Zip _____

WAS ADMITTED TO MEMBERSHIP IN

Court _____ No. _____ City _____ State _____

ON _____, _____ (date joined)

SHE HAS PAID ALL INDEBTEDNESS UP TO _____

THIS TRANSFER CARD IS GRANTED BY:

_____, REGENT

_____, FINANCIAL SECRETARY

TO BE COMPLETED BY TRANSFERRING MEMBER:

Herewith is my transfer card from:

Court _____, No. _____

Requesting membership in Court _____ No. _____

Signature of transferring Applicant _____

Address _____ City _____ State _____ Zip _____

Telephone _____ E-mail _____

TO BE COMPLETED BY FINANCIAL SECRETARY OF NEW COURT TO WHICH THE MEMBER TRANSFERS, THE FINANCIAL SECRETARY OF THE NEW COURT SEND THE APPLICATION TO NATIONAL OFFICE:

RECEIVED IN COURT _____, NO. _____ ON _____, 20_____

_____, FINANCIAL SECRETARY

PLEASE NOTE:

Pink Original copy to be sent to the National Office

Send a copy the State

Keep a copy for your records

Sec. 1 - Attachment 4
Application for Transfer

CATHOLIC DAUGHTERS OF THE AMERICAS

APPLICATION FOR

TRANSFER CARD

(name)

TRANSFER OF MEMBERSHIP FROM

COURT _____ NO. _____

CITY _____ STATE _____

TO:

COURT _____ NO. _____

CITY _____ STATE _____

(Signature of Regent)

IMPORTANT: TRANSFER CARDS ARE VALID ONLY FOR NINETY (90) DAYS FROM THE DATE ISSUED.

NOTE: The Financial Secretary shall forward this Transfer Card properly filled out to the National Office at 10 West 71st Street, New York, NY 10023 within five days after the transfer member is received into the Court.

Order #102 (Rev. 2002)

Sec. 1 - Attachment 5
Sample of Letter to send to Pastor

Letterhead

Date

Name and Address of Church and Pastor

Dear Father _____

The Catholic Daughters of the Americas is a national charitable organization for Catholic women over the age of 18. Founded in 1903 by the Knights of Columbus, we have flourished under our motto of Unity and Charity. Our dedication to Church and country has evolved through the years to encompass local, state, national, and global concerns. We are one of the largest organizations of Catholic women in the world.

We are interested in bringing our organization into your parish (or--We are interested in increasing our membership), and we would like to invite women from your parish to join us. May I have an appointment with you so that I may inform you of the organization and our work. I would need approximately 30 minutes of your time.

Please let me know when we could meet.

Sincerely,

Name

Address

Phone Number

Note: If you work, you should include the hours that are the best for reaching you at home and/or list your work phone number, and the hours you can be reached at work. If you elect to phone for an appointment, be prepared to outline the organization and/or answer questions over the phone. Do not expect to memorize everything. Have the information in front of you so that you may answer in a knowledgeable manner.

Sec. 1 - Attachment 6
Sample of Short Presentation at Mass

Good morning (afternoon, evening). My name is _____. Thank you Father _____. I appreciate you allowing me time to speak. I would like to address my remarks to the women here today.

Ladies, have you ever wondered what you could do to help the less fortunate in your community? Have you ever watched a news program describing a tragedy and wanted to be able to do something to help? Have you ever watched a popular television program and wondered why the censors seemed to have missed so much? And finally, have you been searching for a way to improve your own spiritual life and sense of belonging to a Christian community?

We have all, at one time or another, wanted to find the answers to these questions. We've desired to find a way to make or change an existing condition.

As individuals we feel there is little we can do to affect the world. But, by joining with others and working together toward common goals, whether within our parish, our community, our state, or country, there is little we CAN NOT accomplish. Together, we can turn the tide.

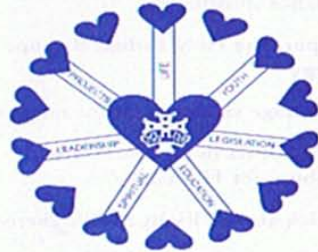
Now, how do we join together? There exists today, an organization, I believe, which provides us with the means to work together. It is one of the largest Catholic women's organizations in the world. This organization is the Catholic Daughters of the Americas.

Founded in 1903 by the Knights of Columbus, we have flourished under our motto of Unity and Charity. Our dedication to Church and country has evolved through the years to encompass local, state, national, and global concerns. Under our Circle of Love Program there is something for every one of us. Not everyone has to work on every phase of the program. Our Circle of Love Program consists of Leadership, Spiritual Enhancement, Quality of Life, Youth, Education, and Legislation.

In summary, the Catholic Daughters of the Americas is an organization through which today's woman can help to create change. It is an organization through which an individual can reasonably make a difference in today's world. It is an organization through which friends can be made and personal growth attained. And, finally, and most importantly, it is an effective means through which we can serve our brothers and sisters along with serving God, Church, and Country.

If you are interested in finding out more about our organization, there are members outside of church who will gladly answer your questions. Please join us and help to make a difference.

National Program Circle of Love



- Leadership
- Spiritual Enhancement
- Quality of Life
- Youth/JCDA
- Education
- Legislation
- Charitable Projects

CDA strives to embrace the principle of faith, working through love in the promotion of justice, equality and the advancement of human rights and human dignity for all.

Members are encouraged to develop leadership skills, dedication and great enthusiasm for the work of Christ and His Church.

Answer our Lord's call with faith, generosity and love by joining the Catholic Daughters of the Americas!

For More Information, please call:



We are dedicated to our patroness, the Blessed Mother.

Our motto is Unity and Charity.

Our CDA Emblem, the Cross and Crown, symbolizes the reward promised to the faithful.

We strive to be spirit-filled women who love Christ, His Church, our country and all humanity.

It is a special blessing to be a Catholic Daughter and we wish to share this with you.

For more information, please contact

National Office of the CDA
10 West 71st Street
New York, NY 10023
Phone: 212-877-3041
Fax: 212-724-5923

email: cdofanat@aol.com
www.catholicdaughters.org

Order No. 174

Catholic Daughters of the Americas



You are Invited
to Join Us

**Sec. 1 - Attachment 7
Membership Brochure**

- One of the largest national organizations of Catholic women in the world dedicated to strengthen their spiritual life through Christ and His Church
- Founded in 1903 by the Knights of Columbus in Utica, New York
- Organized in 42 states, Puerto Rico, Dominican Republic, Mexico, Virgin Islands and Guam
- Catholic lay and religious women, 18 years or older, who love and support the Church and wish to participate in social and charitable activities, are welcome
- Junior Catholic Daughters of the Americas (JCDA), our national youth program for girls 6 through 18, founded in 1926
- Campus Courts have been established in many colleges and universities for students

MISSION STATEMENT

CATHOLIC DAUGHTERS OF THE AMERICAS STRIVES TO EMBRACE THE PRINCIPLE OF FAITH WORKING THROUGH LOVE IN THE PROMOTION OF JUSTICE, EQUALITY AND THE ADVANCEMENT OF HUMAN RIGHTS AND HUMAN DIGNITY FOR ALL



*MEMBERS FOLLOW
THE LIGHT OF CHRIST
AND LEAD THE WAY*

CHRIST NEEDS YOU!

- Enhance spiritual life
- Support the Holy Father, Bishops and Clergy
- Encourage vocations to the religious life
- Build homes in partnership with "Habitat for Humanity"
- Participate in "Right to Life" activities
- Develop activities to assist Battered Women and Children
- Support Graduate scholarships and educational contests
- Create opportunities to serve our youth
- Involved with issues affecting church, family and society
- Assist the unfortunate, the underprivileged and the homeless
- Participate in community activities, such as "Make a Difference Day"
- Conduct and participate in leadership workshops
- Promote patriotism and patriotic activities
- Support participation in the National Projects
- Promote evangelization through Public Relations in the media

Sec. 1 - Attachment 8
Suggestions for Announcement in Parish Bulletin

Catholic Daughters of the Americas Court _____ needs you!!

We need you, because God needs you! And YOU need CDA!

CDA is a national Catholic organization dedicated to prayer, good works, and the helping of others less fortunate. CDA is an opportunity to engage in spiritual activities, along with helping those less fortunate. Also, you will make more new and dear friends and have fun while enriching your life and others.

Regular meetings are held once a month. Please call. Name and Phone Number

OR

Members of Court _____, Catholic Daughters of the Americas, will be outside church today (or give date) to answer any questions you may have regarding our organization and to take your name and phone number to invite you to one of our informational meetings or a regular meeting.

We want YOU! God wants YOU! We both need YOU!

**Sec. 1 - Attachment 9
Membership Pledge**

MEMBERSHIP PLEDGE

We (I) gladly accept membership,
in the Catholic Daughters of the Americas,
and through the presence,
of the Spirit in our lives,
we dedicate ourselves,
to the work of this organization,
to foster unity and charity,
among all men and women,
through the love of God.

“A Catholic Daughter is charity in action. She offers her time and talents for the betterment of mankind. She gives rather than receives and expects no ‘bouquets’ for her charitable deeds while doing the work of her Divine Master through His Blessed Mother.”

Author Unknown